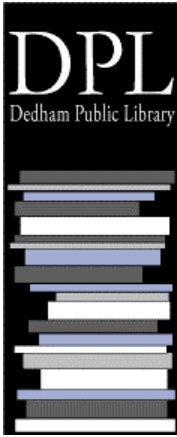


**Dedham Public Library
Meeting of the Board of Trustees
Monday, September 12, 2011 at Endicott @ 7:30 pm**

Agenda

1. Public/staff input
2. Minutes of the August meeting
3. Financial report
4. Director's report
5. Old Business
 - a. Long range plan update (Mike)
 - b. Layoff policy (Rachel and Becky)
 - c. Administrative assistant update (Brad)
 - d. School library collaboration update (Rachel)
 - e. Dedham Square Circle update (Joe)
6. New Business
 - a. Public input on Director's job description
 - b. Director Timeline
7. Executive session (if needed)



Dedham Public Library

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<http://library.dedham-ma.gov/>

Joseph D'Amico, Chair
Brad Bauer
Michael Chalifoux
Rebecca Peluso
Rachel Tuerck

DPL TRUSTEES MEETING MINUTES SEPTEMBER 12, 2011, ENDICOTT, 7:30PM

MEETING CALLED BY:	DPL Trustees
TYPE OF MEETING:	Monthly
CHAIRMAN:	Joe D'Amico
SECRETARY:	Rachel Tuerck
ATTENDEES:	Joe D'Amico, Brad Bauer, Michael Chalifoux, Rebecca Peluso, Rachel Tuerck
PUBLIC:	Pat Cronin, Patricia McWhirk, Robert McWhirk, Barbara Bowman, Laura Connell, Janice Crowley, Gloria Reinhart, Robert R, Pam Fadden, Kristen Overman, Dianne Bauer, Cecilia Emery Butler, Lisa Ingemi
PRESS:	Paul Dobbs, Deham Patch; Hana Heald, Dedham Times

1. PUBLIC INPUT:

DISCUSSION:

The public and staff were invited to give input on the library director's job description. Post-it notes were distributed and ideas were put into general categories. Discussion continued after Ms. Lambert made her last statements. Mr. Chalifoux made comments in support of Ms. Lambert.

ACTION ITEM	OWNER	DEADLINE
Capture public and staff input	Ms. Tuerck	9-29-11

2. MINUTES OF PREVIOUS MEETING

Motion to accept the minutes made by Mr. Bauer, seconded by Ms. Peluso. The motion passed.

3. FINANCIAL REPORT:

DISCUSSION:

Ms. Peluso asked about the Capital funding for the parking lot and requested if it could be included in the financial report. The financial report only had salaries, no bills. Mr. Bauer made the motion to accept the Financial Statement; Mr. Chalifoux seconded it and the motion passed.

ACTION ITEM	OWNER	DEADLINE
Add any money from Capital on the books for the library to Financial Report	Mr. Bauer	10-18-11

4. DIRECTOR'S REPORT:

DISCUSSION:

There was no director's report, since this was Ms. Lambert's last trustee meeting. She made some closing remarks, said goodbye and left the meeting.

5. OLD BUSINESS:

DISCUSSION:

- Statement of Work on the long range plan: Mr. Keegan
- Termination/layoff policy update: would like to postpone until early 2012 once the new director has been hired. It's part of compile and vote all of the DPL policies.
- Update on Administrative Assistant: Mr. Bauer said we should be able to have an answer by the end of the week and be able to start the person as soon as possible.
- School/DPL Collaboration Update: over 400 books are on the shelves at the middle school. Need to work out a few IT kinks and then the next batch should be
- Dedham Square Circle party in November is a go; Mr. D'Amico found out we are ok from the town and fire department.

ACTION ITEM	OWNER	DEADLINE
Status of long range plan at town hall	Mr. D'Amico	10-18-11
Compile a draft of all current policies that we have available	All trustees	Early 2012
Find out at town hall if it's true that we need to make line item transfer to pay pages, and if so, do it	Mr. Bauer	9-13-11

6. NEW BUSINESS

DISCUSSION:

- a. Public Input
- b. New Director timeline: Interim Director (3-4 months) before Permanent Director (hopefully by February). An acting director will be appointed while the trustees find an Interim Director. Mr. Chalifoux suggested the Chairman should be the Acting Director, however, Mr. D'Amico felt strongly it should be a library professional and we have three staff members who have their MLS.
- c. Interim meeting to finalize Library Director's job description: set for September 28, 2011
- d. Trustees need to assign acting director, and decided to go into Executive Session to continue conversation.

ACTION ITEM	OWNER	DEADLINE
Capture staff and public input, gather input from MBLC handbook and other sample job descriptions; come up with a draft for town hall to review and get back to us before 9-28-11	Ms. Tuerck and Mr. Bauer	9-28-11

7. EXECUTIVE SESSION (8:40PM)

Mr. Bauer made a motion to go into Executive Session under Purpose 8 of the Open Meeting Law, Ms. Tuerck seconded the motion. The motion passed unanimously and the Trustees went into Executive Session.

At 9:07pm, the Trustees returned after much discussion and consideration, and Mr. Chalifoux moved to leave Executive Session and enter into regular session. Mr. Bauer seconded it. The motion passed unanimously. The Acting Director position was offered to Lisa Ingemi if she was interested. She was present at the meeting and she said she was interested. Mr. Bauer made the motion to make the offer to Ms. Ingemi, Ms. Peluso seconded the motion. The motion passed unanimously.

8. NEXT MEETINGS:

The next Trustee meeting is scheduled for September 28, 2011 at the Endicott to finalize the job description and a regular meeting for October 18, 2011. Mr. Bauer made the motion to adjourn, Mr. Chalifoux seconded it, and the vote passed. The meeting adjourned at 9:11pm.

ATTACHMENTS: Job Description draft

Respectfully submitted,

Rachel Tuerck, Secretary